

Message Text

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ACTION EA-12

INFO OCT-01 ISO-00 PER-05 MMO-04 ABF-01 /023 W
-----114998 221107Z /11

P 220840Z FEB 78
FM AMEMBASSY SEOUL
TO SECSTATE WASHDC PRIORITY 9462

UNCLAS SECTION 1 OF 2 SEOUL 1460/1

E.O. 11652: NA
TAGS: AFSP, AINF
SUBJECT: COMPUTER AND MICROFILMING SYSTEM - REQUEST FOR
PIT POSITION (NAMREB)

REF: A. SEOUL 1106
B. STATE 04324

1. POST IS OF OPINION THAT, IN ORDER TAKE ADVANTAGE OF AMAT'S PRESENCE IN SEOUL, IMMEDIATE AUTHORITY BE GRANTED TO HIRE EXTREMELY WELL QUALIFIED CANDIDATE LOCATED AS RESULT OF ADVANCE VACANCY NOTICE PUBLISHED IN EMBASSY'S NEWSLETTER AND MILITARY WEEKLY BULLETIN. WE HAVE RECEIVED INTEREST FROM 4-5 INDIVIDUALS AND BELIEVE THAT AS THE SYSTEM NOW EXISTS, CANDIDATE SELECTED IS THE BEST AVAILABLE. SINCE AMAT WILL HAVE LITTLE OR NO OVERLAP BY TIME JOT KENNEDY AND WIFE ARRIVE (AND BECOME SETTLED AT POST), CONTINUITY IN MANAGEMENT AND PROFESSIONAL OPERATION OF THE COMPUTER AND MICROFILMING SYSTEMS WILL BE LOST. WE WILL BE HAPPY CONSIDER MRS. KENNEDY'S APPLICATION FOR APPROPRIATE VACANCY -- SEVERAL WHICH HAVE OCCURED OVER PAST YEAR AND FOR WHICH EMBASSY DEPENDENT WIVES HAVE BEEN EMPLOYED.

2. EMBASSY IS AWARE OF AND APPRECIATES THE VALUE OF ESTABLISHMENT OF SUPPORT OFFICER POSITION IN BANGKOK; EMBASSY, HOWEVER FEELS THAT BECAUSE OF BOTH THE HIGH LEVEL INTEREST IN THIS PILOT PROJECT AND THE CONSIDER-
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ABLE EXPENDITURE OF FUNDS TO DATE TO BRING IT INTO BEING, THE SUCCESS OF THE WHOLE VENTURE WOULD DICTATE, WITHOUT QUESTION, THE EMPLOYMENT ON A PIT BASIS OF A QUALIFIED USC AS A SYSTEMS MANAGER.

3. AS THE FOLLOWING POSITION DESCRIPTION INDICATES AND FROM EXPERIENCE TO DATE HERE, A 39-HOUR WORKWEEK WILL BE

ESSENTIAL FOR AT LEAST THE FORTHCOMING SIX-MONTH PERIOD. IN ADDITION, WE FEEL THAT EMPLOYMENT AT THE FSS-4 LEVEL IS COMMENSURATE WITH THE RESPONSIBILITIES INVOLVED (ALSO TAKING INTO ACCOUNT CANDIDATE HAD REACHED GS-12 LEVEL IN PRIOR USG EMPLOYMENT).

4. POSITION DESCRIPTION FOR SYSTEMS MANAGER:

A. INTRODUCTION

THE POSITION IS TO BE ESTABLISHED WITHIN THE ADMINISTRATIVE SECTION OF THE U.S. EMBASSY AT SEOUL, KOREA. AS SUCH, THE SECTION IS RESPONSIBLE FOR THE EMBASSY-WIDE OPERATION OF THE EMBASSY'S MINICOMPUTER AND MICROFILMING SYSTEMS. THESE SYSTEMS OPERATE EIGHT HOURS A DAY, FIVE DAYS A WEEK AND ALSO WHEN NEEDED ON AN IRREGULAR BASIS. THE SECTION IS RESPONSIBLE FOR DETERMINING PRIORITIES, THE SCHEDULING OF, AND PLANNING FOR TIMELY ACCOMPLISHMENT OF TASKS TO BE PERFORMED BY THE SYSTEMS. THE SECTION ACCOMPLISHES THIS BY MAKING REQUIRED ADJUSTMENTS AND CHANGES IN WORK FLOW, METHODS AND PRIORITIES. THE INCUMBENT SERVES AS COMPUTER AND MICROFILM SYSTEMS MANAGER FOR THE EMBASSY AND REPORTS DIRECTLY TO THE ADMINISTRATIVE OFFICER.

B. DUTIES

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IN GENERAL THE INCUMBENT ASSUMES MANAGERIAL RESPONSIBILITY FOR THE PROCESSING OF JOBS ON THE MINI-COMPUTER AND MICROGRAPHIC SYSTEMS IN AN EFFICIENT MANNER. WORKING CLOSELY WITH THE ADMINISTRATIVE OFFICER, THE INCUMBENT MAINTAINS INVENTORIES OF PAPER, FILM FORMS, RIBBONS AND OTHER COMPUTER AND MICROFILM RELATED SUPPLIES; ANALYZES OPERATIONAL PROBLEMS WHICH BECAUSE OF THEIR URGENCY OR PECULIARITY REQUIRE SPECIAL ATTENTION OR HANDLING; PERFORMS DAILY INITIALIZATION AND SHUT DOWN OF THE COMPUTER SYSTEM; MAINTAINS CONTACT WITH VENDOR REPRESENTATIVES TO ASSURE CONTINUITY AND PROMPTNESS OF REQUIRED SERVICE; PREPARES FOR AND PERFORMS MICROFILMING OF DOCUMENTS; ASSURES AND MAINTAINS CONTROL AND CONTINUITY OF MICROFILM PROCESSING AND DATA ENTRY OF DOCUMENT CITATIONS; MAINTAINS LIAISON WITH AND IS PRIMARY POINT OF CONTACT FOR ALL EMBASSY SECTIONS INVOLVED IN THE EMBASSY-WIDE MODERNIZATION PROGRAM.

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MORE SPECIFICALLY, THE INCUMBENT:

- (1) OPERATES OR SUPERVISES THE OPERATION OF WORK
STATION PROCESSORS;
- (2) INITIALIZES THE SYSTEM DAILY BY MOUNTING PRO-
PER DISKS AND PAPER AND FORMS;
- (3) PERFORMS REQUIRED DIAGNOSTICS OF COMPUTER SYSTEM
AND INITIATES CORRECTIVE ACTION WHEN ERRORS OCCUR, OR INITIATES
APPROPRIATE NOTIFICATION TO BACKUP ORGANIZATIONS TO
FACILITATE CORRECTIVE ACTION; INSTALLS AND TESTS MODIFICATIONS
TO COMPUTER SOFTWARE THAT ARE APPROVED BY DEPT. AND EA
REGIONAL SYSTEMS OFFICER.
- (4) CONSULTS WITH USERS ON SCHEDULING AND ON PRO-
BLEMS, AND SUGGESTS WAYS AND MEANS TO MAKE IMPROVEMENTS IN THE
OPERATION OF THE EQUIPMENT;
- (5) ASSURES THAT THE PHYSICAL ENVIRONMENT OF THE
EQUIPMENT IS MAINTAINED IN A WAY SUITABLE FOR SAFE AND
EFFICIENT OPERATION OF THE SYSTEM;
- (6) ASSURES THAT PROPER DISK FILES ARE MOUNTED FOR
THE VARIOUS APPLICATIONS DESIRED BY OTHER USERS IN THE
EMBASSY;

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- (7) INITIATES AND COMPLETES END-OF-DAY PROCEDURES
FOR FILE BACKUP AND SYSTEM SHUT DOWN;

(8) RECEIVES TRAINING AND BECOMES PROFICIENT IN THE USE OF THE OPERATING SYSTEM;

(9) CONDUCTS TRAINING OF OTHER EMPLOYEES ON COMPUTER SYSTEMS WHERE APPROPRIATE, AND ASSURES THAT SUCH OTHER USERS OF THE SYSTEMS OPERATE THEM IN AN EFFICIENT AND SAFE MANNER; ASSURES THAT KNOWLEDGE OF THE USE OF THE COMPUTER SYSTEM IS DISSEMINATED TO THOSE EMPLOYEES THAT THEY BE ABLE TO PERFORM THEIR TASKS MORE EFFICIENTLY.

(10) ASSURES CONTROL OF AND PERFORMS MICROFILMING OF DOCUMENTS FOR EMBASSY'S MICROGRAPHICS PROGRAM. INVOLVED IN THIS RESPONSIBILITY ARE THE FOLLOWING TASKS.

(11) (A) LOADING AND UNLOADING CAMERA FILM;

(B) ASSURING PROPER CONTROL OVER CLASSIFIED DOCUMENTS AND CLASSIFIED MICROFILM;

(C) ASSISTING EMBASSY SECTIONS INVOLVED IN MICROGRAPHICS EFFORT IN MAINTAINING UP TO DATE COMPUTER RECORDS OF DOCUMENT CITATIONS.

(D) PREPARING MICROFILM FOR POUCH AND CONTROLLING TRANSMISSION AND RECEIPT OF FILM ROLLS.

(E) ASSURING LIAISON WITH EQUIPMENT VENDORS IN ORDER THAT PROMPT AND EFFICIENT MAINTENANCE OCCURS.

(11) ASSURES THAT ALL DEVICES ARE SUPPLIED
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WITH PAPER, FILM AND RIBBONS OR SPECIAL FORMS AS DESIRED BY USERS; ADHERES TO STANDARDS AND PROCEDURES ESTABLISHED BY THE ADMINISTRATIVE SECTION OF THE EMBASSY.

C. SUPERVISION RECEIVED

THE INCUMBENT IS UNDER THE OVERALL SUPERVISION OF THE ADMINISTRATIVE OFFICER AND RECEIVES DAY-TO-DAY GUIDANCE FROM THAT OFFICER. GENERALLY THE INCUMBENT IS REQUIRED TO PROCEED ON HIS OR HER OWN INITIATIVE TO COMPLETE ASSIGNED RESPONSIBILITIES. CLOSE COORDINATION AND CONSULTATION WITH THE SUPERVISOR REGARDING PRIORITIES, SCHEDULING AND HARDWARE OR SOFTWARE PROBLEMS IS REQUIRED.

D. OTHER SIGNIFICANT FACTS

THIS POSITION REQUIRES A KNOWLEDGE OF OPERATION OF THE WANG 2200 COMPUTER SYSTEM, THE BASIC PROGRAMMING LANGUAGE, THE SUPPLIED OPERATING SYSTEM, AND THE KODAK MICROGRAPHICS EQUIPMENT. THE INCUMBENT SHOULD BE AVAILABLE FOR DUTY ON AN EIGHT-HOUR DAY, FIVE-DAY WEEK BASIS AND ON AN IRREGULAR BASIS SHOULD WORK LOADS OR SCHEDULES DEMAND SUCH.

5. WE WILL APPRECIATE THE DEPARTMENT'S PROMPT RECONSIDERATION OF THE EMBASSY'S PROPOSALS WITH SUBSEQUENT APPROVAL FOR THE ESTABLISHMENT OF A PIT POSITION FOR THE SYSTEMS MANAGER.

6. LEWIS CONCURS IN POST ASSESSMENT ON NEED FOR PIT SYSTEMS MANAGER.
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